

SOLID WASTE BIN INSPECTOR*Class Definition*

Under supervision, monitors the Solid Waste Management Division's bin placement program for compliance with storage and placement requirements.

Distinguishing Characteristics

Solid Waste Bin Inspector is a journey-level single position class. Assigned to the Solid Waste Management Division of the Public Works Department, the incumbent monitors the Solid Waste bin placement program for commercial and industrial customers to ensure compliance with rules on solid waste storage requirements. Duties include conducting on-site inspection of bin placement sites, monitoring service requests, and plotting and updating the Main Route Map for new service and annexations. Reporting to a Solid Waste Management Supervisor II, the incumbent performs duties which require extensive contact with the public with a minimum amount of supervision.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Conducts field inspections to monitor the bin inspection program for compliance with Solid Waste storage and placement requirements.

Reviews annexation records and initiates contact with business owners to inform them of storage and placement requirements and to obtain information necessary to make determination on service level.

Reviews and updates annexation maps.

Prepares correspondence to customers regarding Solid Waste procedures and requirements.

Knowledge, Abilities and Skills

Knowledge of Solid Waste codes and storage requirements for industrial and commercial bins.

Knowledge of the geography of the city of Fresno.

Knowledge of Solid Waste operations and procedures related to daily pick-up and transportation of solid waste.

Ability to type and input data at a speed necessary for timely completion of assigned duties.

Ability to deal effectively and tactfully with the public, co-workers and other City employees.

Ability to communicate effectively both orally, and in writing.

Ability to work outdoors under a variety of weather conditions.

Minimum Qualifications

Two (2) years of solid waste operations experience involving direct public contact; and specialized clerical training in office practices, bookkeeping, or data entry.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____

MR/MPA/jl/12/20/90
+549/SPEC7